

641—125.3(691) Meetings. The advisory council will hold a meeting at the Iowa laboratory facility in Ankeny at least quarterly or on a more frequent basis as deemed necessary by the chief state medical examiner with approval of a majority of members of the council.

125.3(1) Meetings may be conducted via the Iowa Communications Network (ICN) for members who cannot physically be present at the laboratory facilities.

125.3(2) Meetings may be conducted by telephone at the discretion of the chief state medical examiner depending upon the complexity of the agenda.

125.3(3) Notice of routine meetings and agenda will be made available to the members a minimum of five working days prior to the meeting.

125.3(4) The chief state medical examiner or any member of the council may ask for a special meeting to discuss emergent issues within a 24-hour time period.

125.3(5) All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

125.3(6) The operation of council meetings will be governed by the following rules of procedure:

a. A simple majority will be defined as a quorum, but the chair may choose to continue with the meeting even if a quorum is not present.

b. A course of action for topics under debate will be agreed upon by a simple majority vote of the members present at the meeting.

c. Any council member or a designated replacement who is unable to attend a meeting will notify the office of the state medical examiner at least 24 hours prior to the start of a regularly scheduled meeting; a meeting may be canceled if attendance is expected to be low.